

## Manage External Job History

### Description

**Task:** Add or update your external job history on your Worker Profile.


**Who Performs This Task?:** All employees.

To add or update your external job history on your Worker Profile...

1. From the **Home** page, click the **Personal Information** worklet.
2. Click the **About Me** [About Me](#) hyperlink.
3. Go to the **Job** tab and then click the **Professional Profile** sub-tab.
4. Click the **Add** [+ Add](#) link (next to **Experience**) to enter new information or the Edit [Edit](#) ▼ link to update existing information.
5. Enter the **Job Title**.
6. Type or use the prompt to enter the **Company**.



**Information:** You may have to check the **Create New** checkbox to enter the company if it is not in the list.

7. Use the Calendar icon to enter the **Start Date**.
8. Use the Calendar icon to enter the **End Date**, if applicable.
9. Enter other information, if desired. **NOTE:** The other fields on this page are optional.
10. Click the **Submit**  button.




**Tip:** If you do not want to submit the changes at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.



**Information:** Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

11. Click the **Done**  button.
12. The System Task is complete.